

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: Sr. Office Assistant
Position Grade: 3

FLSA Status: Non-
exempt

Date: July 24, 1998
Job Code: 3-4

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Performs regular clerical functions, such as type correspondence, Xerox and file information, retrieve and distribute mail. Answers telephone, taking messages or directing the individual to a department or employee. Maintains and orders office supplies for the department.

KEY RESPONSIBILITIES

1. * Answers phone inquires from clients/visitors and direct them to appropriate department/individual.
2. * Types, files, updates, compiles and prepares department reports.
3. * Maintain employee time sheets for the department.
4. Opens and distributes incoming mail to the appropriate individual and sends outgoing mail.
5. Data entry of materials coming into office.
6. Maintain log books for the department.
7. Orders office supplies for the department.

***Indicates an essential job function**

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KEY JOB REQUIREMENTS

Education: High School Diploma or GED required.

Experience: 2 years to 3 years related work experience required.

Impact of Actions: Decisions and impact are normally limited to position.

Complexity: Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.

Decision Making: Basic: On going supervision is provided on an “as needed” basic. Some independent judgment is necessary to select and apply the most appropriate of available procedures.

Communication with Others: Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.

Managerial Skills: Involves no responsibility or authority for the direction of others.

Working Conditions/ Physical Effort: Working requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____